

Meeting Minutes
Town of Acton Community Preservation Committee
November 16, 2006
Town Hall Room 126

Attending: Jon Benson, Peter Berry, Tory Beyer, Catherine Coleman, Walter Foster, Matt Lundberg, Andy Magee, Susan Mitchell-Hardt, Ken Sgia-Hughes, Nancy Tavernier

Chair Catherine Coleman opened the meeting at 7:37pm

1. Approval of Minutes from 10/26

The minutes of the 10/26 meeting were approved without amendments.

2. Prepare for Selectmen's oversight meeting on 11/27

Walter Foster summarized the oversight meeting process. Walter suggested that one item the CPC should consider recommending to the BoS for consideration is to designate a CPC project administrator, or "ombudsman"; someone in the Town organization who would ensure that all CPC projects had a manager assigned, that project obstacles were identified, inter-project efficiencies were taken advantage of, and that all interested parties were informed of project process or lack thereof. Andy Magee suggested that, if the CPC does make such a recommendation, it should only do so if that recommendation is well-defined; what that person does, what role they play with respect to the Town Manager and other existing town staff. The Committee discussed the pros and cons of raising this at the oversight meeting without having the position well-defined. The Committee concluded that Catherine would include this suggestion in her oversight presentation, along with an overview of process, existing project status, new applications, and other topics as she sees fit. Matt Lundberg will build and present slides for the meeting.

3. Review applications and assign CPC liaisons

- Liaisons were assigned to this year's projects (see next). Each Committee member assigned as a Liaison will contact the project applicant(s) they are assigned to, inform them of the time and date of their presentation, and review the approach to the presentation and answer any questions they may have.

4. Draft schedule of meetings to review projects

The Committee decided on the following agendas for our next four meetings. This table also shows Committee member project assignments.

Application	App#	Time	Contact
November 30			
Granite Street Marker Restoration	9	7:30	Walter
BFRT Design Funding 2nd installment	5	7:45	Andy
Committee proposal discussions			
December 14			
AHA Capital Fund	1	7:30	Ken
AHA Support Services	2	7:30	Ken
East Acton Village Green	6	8:00	Catherine
ACHC Program Fund	3	8:30	Nancy
January 04			
Archaeology Reconnaissance Survey	7	7:30	Tory
River Street Dam Land Acquisition	12	8:00	Peter
NARA Master Plan	10	8:30	Matt
January 11			
Faulkner Room Ceiling Repair	8	7:30	Walter
Purchase/Reuse of 468 Main Street	13	8:00	Ed
ABRSD Athletic Field Lighting	4	8:30	Jon
Open Space Set-Aside	11	9:00	Susan

5. Discuss procedures for project close-outs

Roland will give us an update on project close-out procedures at the November 30 meeting.

6. Discuss having proposals vetted by Town Counsel

The Committee agreed not to send proposals to Town Counsel for review until our next meeting, when the Committee has its first opportunity to fully review and discuss all proposals.

7. New Business

The Committee discussed proper handling of quorum issues and the role of associate members in establishing quorum.

The meeting adjourned at 9:21pm